

Durack AutoTorque Shop

Workshop safety checklist

Inspected by		Supervisor		Date	
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Instructions: Tick each item as you inspect the workshop. (Use N/A only when the item is not applicable to the particular area of the workshop being inspected)

SECTION ONE – Personal Protective Equipment (PPE)

Inspection Item	Yes	No	N/A
PPE (feet, eyes, ears) being worn in all areas, as required			
All PPE are clean and maintained in good working order			

SECTION TWO – Equipment and Machinery

Inspection Item	Yes	No	N/A
All machinery guards are in place and regularly checked for correct operation			
Emergency stop buttons within easy reach for normal operations			
Electrical connections in good repair			
Exhaust extraction system adequate for machinery/equipment being used			
Machinery kept clean and well maintained			
Drip pans to prevent oil being split on the floor			

SECTION THREE– Electrical

Inspection Item	Yes	No	N/A
Plugs and power points not cracked			
Power leads are not frayed, worn or cut			
Light tubes and bulbs replaced when faulty			
New leads and hand held power tools are tagged and placed on schedule for regular testing			
Circuit breakers/cut-off switches/emergency buttons installed			
Leads and extension cords stored correctly			

Comments	
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